



## Town of Highland Beach Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community, and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopen with regular operating hours.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks are strongly encouraged. Also, until further notice, social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

The following information is guidance for preregistration for in-person, Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### **PREREGISTRATION FOR IN-PERSON ATTENDANCE/PARTICIPATION AT ALL MEETINGS:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses **must preregister** to attend/participate in a meeting by sending an email to Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or contacting (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday, if the meeting is scheduled for that Tuesday, etc.**) The subject matter to be discussed must be included in the preregistration request. If the meeting is a **Public Hearing Quasi-Judicial meeting**, the subject matter and application number must be included in the preregistration request.
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Published: 05.26.2021 / Updated: 08.03.2021



# AGENDA

## CODE ENFORCEMENT BOARD REGULAR MEETING



**Tuesday, January 11, 2022 AT 2:00 PM**

**TOWN OF HIGHLAND BEACH, FLORIDA**

3614 S. OCEAN BOULEVARD

HIGHLAND BEACH, FL 33487

Telephone: (561) 278-4548

Website: [www.highlandbeach.us](http://www.highlandbeach.us)

### **TOWN HALL COMMISSION CHAMBERS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF THE AGENDA**
5. **SWEARING OF THE PUBLIC**
6. **PUBLIC COMMENTS** *(limited to (3) minutes per speaker)*
7. **APPROVAL OF MINUTES**
  - A. December 01, 2021 - Minutes
8. **UNFINISHED BUSINESS**
  - A. None.
9. **NEW BUSINESS**

**A. Case No. CC2021-08-009**

Andrew and Paulette Coronato

2917 S. Ocean Blvd. #601

PCN: 24-43-46-33-18-000-0601

Legal: Trafalgar of Highland Beach Cond Unit 601

Code Section:30-122 (B) - Expiration of Building Permit  
Violation: A/C installation on expired permit

**B. Case No. CC2021-09-008**

Eunice Bongiovanni  
4511 S. Ocean Blvd. #907  
PCN: 24-43-47-04-10-001-0907  
Legal: 45 Ocean Condo Bldg. 1 Apt. 907

Code Section:30-122 (A) - Building Permits Required  
Violation: Observed flooring and drywall work without permit

**C. Case No. CC2021-09-009**

Joseph Capozzoli  
4511 S. Ocean Blvd. #605  
PCN: 24-43-47-04-10-001-0605  
Legal: 45 Ocean Condo Bldg. 1 Apt. 605

Code Section:30-122 (A) - Building Permits Required  
Violation: Observed demolition of bedroom closet without permit

**D. Case No. CC2021-10-002**

Robert Leone  
4217 Intracoastal Dr.  
PCN: 24-43-47-04-02-004-0300  
Legal: Bel Lido LT 30 BLK 4

Code Section:30-122 (A) - Building Permits Required  
Violation: Observed bathroom remodel without permit

**E. Case No. CC2021-10-005**

Heni and Henri Galel  
3720 S. Ocean Blvd., Apt. 1005  
PCN: 24-43-47-04-53-000-1005  
Legal: Toscana West Condominium Unit 1005

Code Section:30-122 (A) - Building Permits Required  
Violation: Observed complete unit remodel: kitchen, bathrooms, flooring without permit

**F. Case No. CC2021-11-017**

Eugene Jamroz  
1108 Highland Beach Dr. #1.  
PCN: 24-43-47-04-02-002-0120  
Legal: Bel Lido LT 12 BLK 2

Code Section:30-122 (A) - Building Permits Required  
Violation: Observed water heater changeout without permit

**G. Case No. CC2021-12-001**

Samson Chow  
4400 S. Ocean Blvd.  
PCN: 24-43-47-04-02-001-0140  
Legal: Bel Lido LT 14 BLK 1

Code Section:30-122 (A) - Building Permits Required  
Violation: Observed A/C changeout without permit

**H. Approval of the 2022 Proposed Code Enforcement Board Meeting Dates**

**10. ANNOUNCEMENTS**

January 13, 2022 - 9:30 A.M. Planning Board Regular Meeting

January 17, 2022 - Town Hall Closed in observance of Martin Luther King, Jr.  
Holiday

January 18, 2022 - 1:30 P.M. Town Commission Meeting

January 27, 2022 - 2:00 P.M. Financial Advisory Board Regular Meeting

**11. ADJOURNMENT**

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*Any person that decides to appeal any decision made by the Code Enforcement Board with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record. There may be one or more Town Commissioners attending the meeting.*

*In accordance with the Americans with Disabilities Act (ADA), persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (561) 278-4548 within a reasonable time prior to this meeting in order to request such assistance.*

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**File Attachments for Item:**

A. December 01, 2021 - Minutes



## TOWN OF HIGHLAND BEACH TOWN CODE ENFORCEMENT BOARD REGULAR MEETING MINUTES

Town Hall / Commission Chambers  
3614 South Ocean Boulevard  
Highland Beach, Florida 33487

Date: December 01, 2021  
Time: 2:00 PM

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### 1. CALL TO ORDER

Vice Chairperson Schlam called the meeting to order at 2:00 P.M.

### 2. PRESENT UPON ROLL CALL

Board Member Bryan Perilman  
Board Member Michael Cherbini  
Board Member Robert Lasorsa  
Board Member Jane Perlow  
Vice Chairperson Myles Schlam  
Town Attorney Leonard Rubin  
Town Clerk Lanelda Gaskins

### ADDITIONAL STAFF PRESENT

Code Enforcement Officer Jason Manko

### 3. PLEDGE OF ALLEGIANCE

The Code Enforcement Board members led the Pledge of Allegiance.

### 4. APPROVAL OF THE AGENDA

Town Clerk Gaskins announced that Mr. Timothy Burnich resigned from the board on Monday, December 06, 2021. In addition, Ms. Beverly Wright resigned and today was her last day.

Vice Chairperson called for a motion to approve the agenda as follows:

**MOTION:** Perilman/Cheribini - To approve the agenda as presented.

**The motion passed unanimously on a 5 to 0 vote.**

### 5. SWEARING OF THE PUBLIC

Town Clerk Gaskins swore in those giving testimony.

## **6. PUBLIC COMMENT**

There were no public comments.

## **7. APPROVAL OF MINUTES**

Vice Chairperson Schlam asked the Board members if there were any corrections to the minutes. Hearing none, he called for a motion.

**MOTION:** Perlow/Perilman - To approve the October 12, 2021, Minutes as presented.

**The motion passed unanimously on a 5 to 0 vote.**

### **A. October 12, 2021, Minutes**

Vice Chairperson Schlam asked the Board members if there were any corrections to the minutes. Hearing none, he called for a motion as follows:

**MOTION:** Perlow/Perilman - To approve the October 12, 2021, Meeting Minutes.

**The motion passed unanimously on a 5 to 0 vote.**

## **8. UNFINISHED BUSINESS**

A. None.

## **9. NEW BUSINESS**

### **A. Nomination of Chairperson**

The Board members discussed the nomination of a Chairperson and Vice Chairperson. Following the discussion, the nominations were as follows:

**MOTION:** Perlow/Perilman – To nominate Myles Schlam as Chairperson for one year.

**The motion passed unanimously on a 5 to 0 vote.**

**MOTION:** Perilman/ Lasorsa – To nominate Jane Perlow as the Vice Chairperson for one year.

**The motion passed unanimously on a 5 to 0 vote.**



**B. Case No. CC2021-07-005**

**Nadiya Alibhai**

**4519 S Ocean Blvd.**

**Legal: Together with 1/3 Undiv INT in Common area all being PT of City  
LT 16**

**PCN: 24-43-47-04-00-006-0231**

**Code Section:30-122 (A) - Building Permits Required**

**Violation: Observed remodel work without permit**

Chairperson Schlam the title of Item 9B and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included, proof of service, supporting documents, photos taken of the property that fairly and accurately represented the violation observed during the onsite inspections and of paper postings at the property address and at Town Hall. The violation remains on the property and the town recommends that the respondent be found in violation of the code as alleged in the Notice of Violation and is ordered to comply within 30 days or be fined any amount up to \$250.00 per day per violation for each day the violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 payable by the date set for compliance.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? The Board members inquired about the Code Enforcement Officer observation of the property in July. Code Enforcement Officer Manko replied that the work was found in July, a stop work order was issued at that time, a permit was not obtained within the 30-day grace period given by the town, and a Notice of Hearing was issued. In addition, there has been no action on the property.

Juliet Coursey, contractor, and property manager provided comments about the property.

Chairperson Schlam closed the public hearing and asked for a motion.

**MOTION:** Perlow/Perilman - Moved that the respondent be found in violation of the Town Code as alleged in the Notice of Violation and that she be ordered to comply within 30 days or be fined any amount up to \$250.00 per day per violation for each day the violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 payable by the date set for compliant.

Member Lasorsa amended the motion to allow the respondent 45 days to comply. The motion failed due to a lack of a second.

**Based upon roll call, the motion carried 4 to 1 with Member Lasorsa dissenting.**

**C. Case No. CC2021-08-002**

**Jeffery Sandelman**  
**3905 S Ocean Blvd.**

**Legal: FTOF Gov LT 1 LYG E of St Rd A1A & W of Atlantic Ocean**

**PCN: 24-43-47-04-00-001-0180**

**Code Section:30-122 (A) - Building Permits Required**

**Violation: Observed five separate AC changeouts without permits**

Chairperson Schlam the title of Item 9C and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko indicated that this case was closed, and the property is now in compliance. Typically, he would ask for the finding of violation and a notice of do not repeat. However, when the property was found to be in violation of the building code there was a transfer of ownership just prior, that did not register on the property appraiser's website and was not brought to the attention until the notice of hearing was issued. Therefore, the notice was addressed to the wrong property owner and not to the current property owner. The case is being closed. Permits have been obtained, the property came into compliance and the case was closed.

**D. Case No. CC2021-08-003**

**Michael Radu  
1091 Bel Lido Drive**

**Legal: Bel Lido LT 3 Blk 5**

**PCN: 24-43-47-04-02-005-0030**

**Code Section: 304.1.1.5 - Exterior Structure**

**Violation: Observed exterior walls in disrepair, spalling rebar, and deteriorating concrete**

Chairperson Schlam the title of Item 9D and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included, proof of service, supporting documents, photos taken of the property that fairly and accurately represented the violations observed during the onsite inspections and of paper postings at the property address and at Town Hall. The town recommends that the respondent be found in violation of the Town code as alleged in the Notice of Violation but is now in compliance and that a do not repeat order be issued. The Town is asking to assess prosecution cost in the amount of \$250.00. The work has been done, and the respondent did not have permits; therefore, a second case was open on this property for work without a permit. However, permits were obtained, so the work without permit case has been closed. We are asking for a do not repeat order.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? The Board members inquired about the work that was done on the property and conversation proceed with Code Enforcement Officer Manko about this case.

Michael Radu, property owner provided comments about the property.

Chairperson Schlam closed the public hearing and asked for a motion.

**MOTION:** Larosra/Cheribini - Moved that the respondent be found in violation of the Town Code as alleged in the Notice of Violation and is now in compliance and that a do not repeat order be issued and assess the prosecution cost of \$250.00.

**Based upon roll call, the motion carried 5 to 0.**

## 10. ANNOUNCEMENTS

Chairperson Schlam read the announcement as follows:

- A. December 02, 2021 - 11:00 A.M. Town Commission Special Meeting
- December 02, 2021 - 5:00 - 7:30 P.M. Mingle and Jingle Holiday Event
- December 07, 2021 - 1:30 P.M. Town Commission Meeting
- December 09, 2021 - 9:30 A.M. Planning Board Regular Meeting
- December 21, 2021 - 1:30 P.M. Town Commission Meeting
- December 24, 2021 - Town Hall Closed in observance Christmas Day

It was also mentioned that Town Hall was closed Friday, December 24, 2021, in lieu of Christmas Day and not Thursday, December 23, 2021.

Town Clerk Gaskins asked the Board members if they were available on January 11, 2022, for a Code Enforcement Board meeting. The Board members acknowledged that they were available on that date.

## 11. ADJOURNMENT

The meeting adjourned at 2:42 P.M.

**APPROVED** at the January 11, 2022, Code Enforcement Regular Meeting

\_\_\_\_\_  
Myles B. Schlam, Chairperson

**ATTEST:**

Transcribed by: Lanelda Gaskins

\_\_\_\_\_  
Lanelda Gaskins, MMC  
Town Clerk

\_\_\_\_\_  
Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the event of the meeting. Verbatim audio/video of this meeting can be found on the town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.

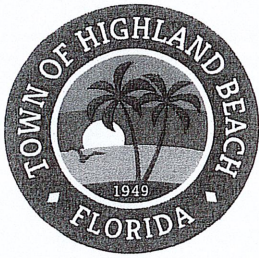


**File Attachments for Item:**

**A. Case No. CC2021-08-009**

Andrew and Paulette Coronato 2917 S. Ocean Blvd. #601 PCN: 24-43-46-33-18-000-0601  
Legal: Trafalgar of Highland Beach Cond Unit 601 Code Section: 30-122 (B) -  
Expiration of Building Permit Violation: A/C installation on expired permit





# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-08-009

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Andrew and Paulette Coronato  
940 A Fox Hill Ln  
Scotch Plains, NJ 07076-3404

**POSTED**  
**ON PROPERTY**

**12/07/2021**

**DATE**

**Re:** 2917 S. Ocean Blvd., #601., Highland Beach, FL (PCN: 24-43-46-33-18-000-0601)

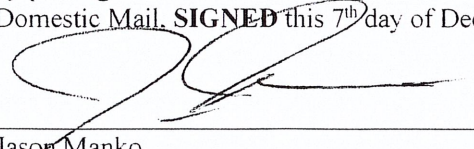
**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, January 11, 2022, at 2:00 P.M.**, reference observed remodel work without permit, (30-122 (B) Expiration of Building Permit). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

**THEREFORE, YOU ARE HEREBY COMMANDED** to be and appear before the Code Enforcement Board at the aforesaid place, date and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

**ADDITIONALLY, YOU ARE ENTITLED** to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

## CERTIFICATE OF SERVICE

**I HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 7<sup>th</sup> day of December 2021.

  
Jason Manko  
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 3657

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582



# Town of Highland Beach

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Published: 05.26.2021/Updated 08.02.2021

2917 S Ocean Blvd 601





## Town of Highland Beach

3616 South Ocean Blvd.  
Highland Beach, FL 33487  
Phone: 561-278-4540  
Fax: 561-278-2606

August 17, 2021

CORONATO, ANDREW & PAULETTE  
2917 S OCEAN BLVD 601  
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-08-009

ANDREW & PAULETTE CORONATO,

**Location :** 2917 S. OCEAN BLVD 601  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

AC installation on expired permit. PLEASE APPLY FOR AND OBTAIN PERMIT FROM TOWN HALL BY 8/31/21.

**30-122 (B) Expiration of building permit.**

Every building permit issued shall expire six (6) months after issuance, unless the work authorized by such permit is commenced within that time period. A building permit shall expire if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Not more than two (2) extensions of time, each for a period not exceeding ninety (90) days, may be allowed by the building official.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

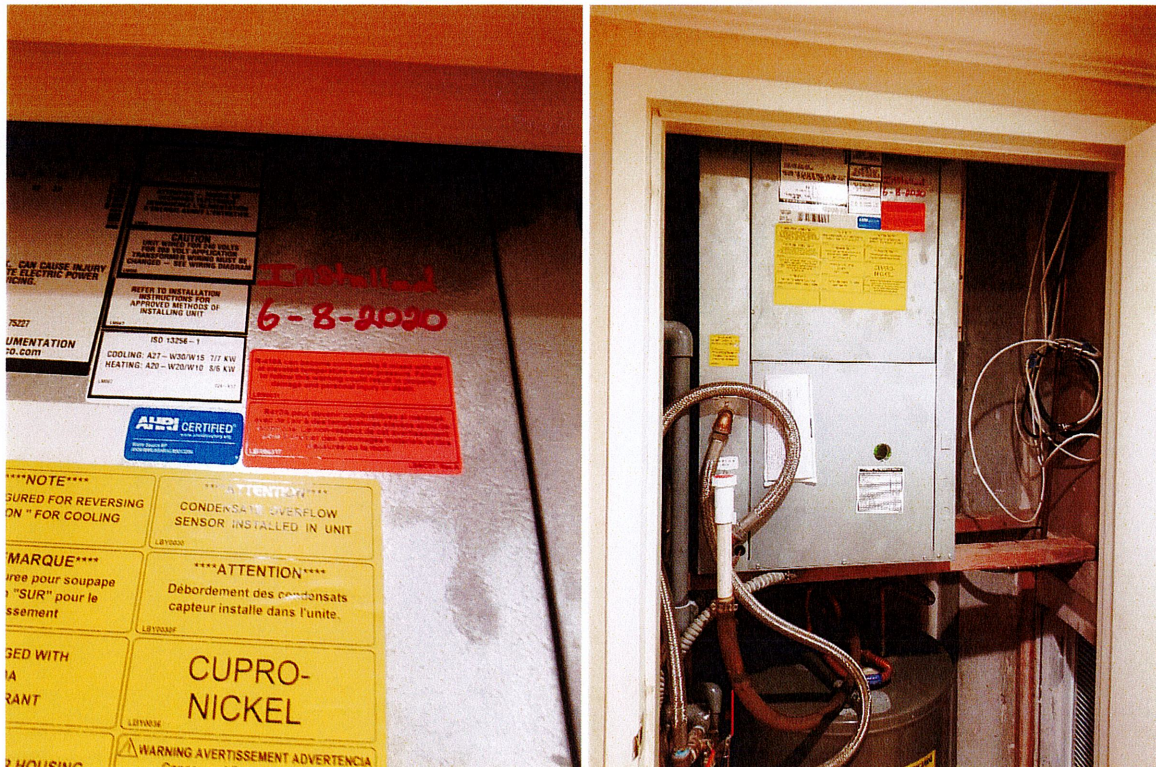
Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko  
Code Compliance Officer  
561-351-6169



Evidence Sheet	
Case Number:	CC2021-08-009
Property Address:	2917 S Ocean Blvd #601
Inspector:	Jason Manko





**Property Detail**

Location Address 2917 S OCEAN BLVD 601  
 Municipality HIGHLAND BEACH  
 Parcel Control Number 24-43-46-33-18-000-0601  
 Subdivision TRAFALGAR OF HIGHLAND BEACH COND DECL FILED 11-12-80  
 Official Records Book 31370 Page 1597  
 Sale Date APR-2020  
 Legal Description TRAFALGAR OF HIGHLAND BEACH COND UNIT 601

**Owner Information****Owners**

CORONATO ANDREW &  
 CORONATO PAULETTE

**Mailing address**

940 A FOX HILL LN  
 SCOTCH PLAINS NJ 07076 3404

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
APR-2020	\$1,150,000	31370 / 01597	WARRANTY DEED	CORONATO ANDREW &
SEP-2011	\$598,000	24782 / 00302	WARRANTY DEED	SLOAN JONATHAN &
APR-1981	\$245,000	03508 / 01656	WARRANTY DEED	BUONATO ROBERT L &
JAN-1981	\$205,000	03444 / 00898	WARRANTY DEED	

**Exemption Information**

No Exemption information available

**Property Information**

Number of Units 1  
 \*Total Square Feet 2265  
 Acres  
 Use Code 0400 - CONDOMINIUM  
 Zoning RMH - Multi-Family High-Density ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$815,000	\$765,000	\$715,000
Land Value	\$0	\$0	\$0
Total Market Value	\$815,000	\$765,000	\$715,000

*All values are as of January 1st each year*

**Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$815,000	\$765,000	\$715,000
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$815,000	\$765,000	\$715,000

**Taxes**

Tax Year	2021	2020	2019
Ad Valorem	\$13,815	\$13,223	\$12,519
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$13,911	\$13,318	\$12,616

**Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER** [www.pbcgov.org/PAPA](http://www.pbcgov.org/PAPA)



7018 3090 0002 0478 3657

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee  
\$ 3.75

Extra Services & Fees (check box, add fee as appropriate)  
☒ Return Receipt (hardcopy) \$ 2.85  
☐ Return Receipt (electronic) \$ \_\_\_\_\_  
☐ Certified Mail Restricted Delivery \$ \_\_\_\_\_  
☐ Adult Signature Required \$ \_\_\_\_\_  
☐ Adult Signature Restricted Delivery \$ \_\_\_\_\_

Postage  
\$ .58

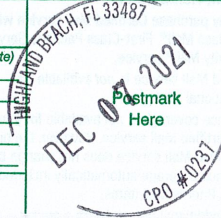
Total Postage and Fees  
\$ 7.38

Sent To

Street and Apt. No.

City, State, ZIP+4

Andrew and Paulette Coronato  
940 A Fox Hill Ln  
Scotch Plains, NJ 07076-3404  
CEB: CC2021-08-009



PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

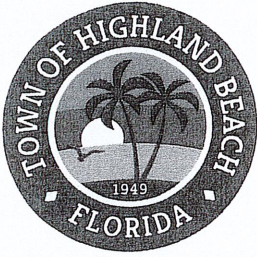
**File Attachments for Item:**

**B. Case No. CC2021-09-008**

Eunice Bongiovanni 4511 S. Ocean Blvd. #907 PCN: 24-43-47-04-10-001-0907 Legal:  
45 Ocean Condo Bldg. 1 Apt. 907

Code Section: 30-122 (A) - Building Permits Required Violation: Observed flooring and  
drywall work without permit





# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-09-008

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Eunice M. Bongiovanni  
2528 Derby Rd  
Birmingham, MI 48009-7595

**POSTED**  
**ON PROPERTY**

**12/07/2021**

**DATE**

**Re:** 4511 S. Ocean Blvd., #907., Highland Beach, FL (PCN: 24-43-47-04-10-001-0907)

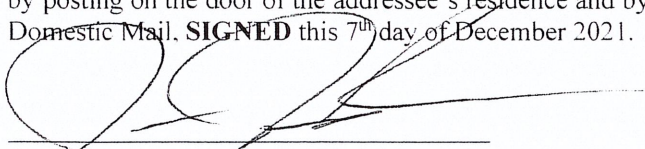
**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, January 11, 2022, at 2:00 P.M.**, reference observed remodel work without permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

**THEREFORE, YOU ARE HEREBY COMMANDED** to be and appear before the Code Enforcement Board at the aforesaid place, date and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

**ADDITIONALLY, YOU ARE ENTITLED** to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

## CERTIFICATE OF SERVICE

**I HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail. **SIGNED** this 7<sup>th</sup> day of December 2021.

  
\_\_\_\_\_  
Jason Manko  
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2179

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582



# Town of Highland Beach

## Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopened with regular operating hours.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks is required. Also, until further notice, Social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

The following information is guidance for preregistration for in-person, Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### **PREREGISTRATION FOR IN-PERSON ATTENDANCE/PARTICIPATION AT ALL MEETINGS:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses **must preregister** to attend/participate in a meeting by sending an email to Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or contacting (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday, if the meeting is scheduled for that Tuesday, etc.**) The subject matter to be discussed must be included in the preregistration request. If the meeting is a **Public Hearing Quasi-Judicial meeting**, the subject matter and application number must be included in the preregistration request.
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the Town Clerk's Office. For **Public Hearing Quasi-Judicial meetings**, precedence into the Commission Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties. The Quasi-Judicial meeting participants will also be allowed in the Commission Chambers at the time of the hearing that is relevant to their applicant/client.
- The Zoom Video Communications is an option for those individuals who are interested in participating on the meeting online or via telephone.

### **ZOOM PARTICIPATION:**

**Online or Telephone Access** – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

**Viewing Only** - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

### **PROVIDING PUBLIC COMMENT:**

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

### **TO SEND COMMENTS IN ADVANCE VIA EMAIL:**

- To submit public comments, click on the link <https://mmportal6.teamunicode.com/> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
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Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

Published: 05.26.2021/Updated 08.02.2021



4511 S Ocean Blvd 907





## Town of Highland Beach

3616 South Ocean Blvd.  
Highland Beach, FL 33487  
Phone: 561-278-4540  
Fax: 561-278-2606

September 22, 2021

EUNICE BONGIOVANNI  
4511 S. OCEAN BLVD 907  
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-09-008

EUNICE BONGIOVANNI,

**Location :** 4511 S. OCEAN BLVD 907  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

Observed flooring and drywall work without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 10/7/21.

**30-122 (A) Building Permits Required**

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

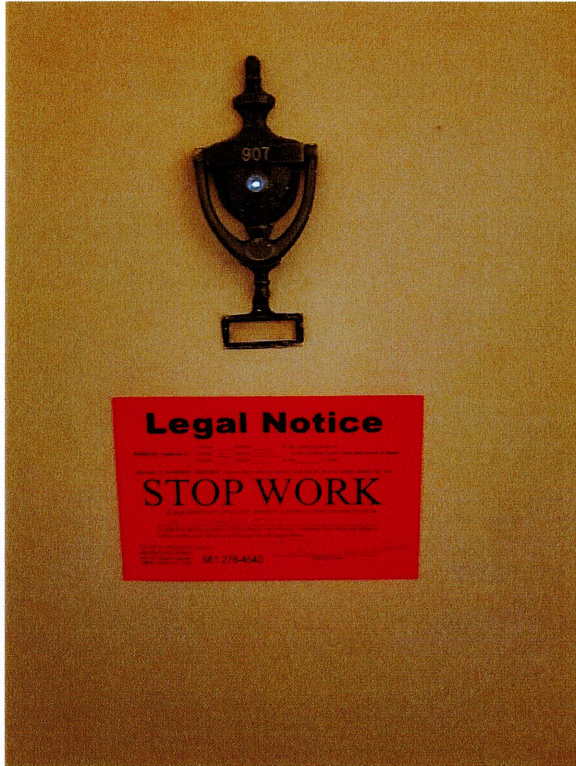
Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko  
Code Compliance Officer  
561-351-6169



Evidence Sheet	
Case Number:	CC2021-09-008
Property Address:	4511 S Ocean Blvd #907
Inspector:	Jason Manko





**Property Detail**

Location Address 4511 S OCEAN BLVD 907  
 Municipality HIGHLAND BEACH  
 Parcel Control Number 24-43-47-04-10-001-0907  
 Subdivision 45 OCEAN CONDO  
 Official Records Book 16476 Page 1400  
 Sale Date DEC-2003  
 Legal Description 45 OCEAN CONDO BLDG 1 APT 907

**Owner Information****Owners**

BONGIOVANNI EUNICE M

**Mailing address**

2528 DERBY RD  
 BIRMINGHAM MI 48009 7535

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
DEC-2003	\$10	16476 / 01400	QUIT CLAIM	BONGIOVANNI EUNICE M
DEC-2002	\$10	15395 / 01649	QUIT CLAIM	FARIS JOSEPH &
DEC-2001	\$10	14048 / 01131	QUIT CLAIM	BONGIOVANNI LAWRENCE &
JUL-1998	\$100	10603 / 00535	QUIT CLAIM	
JAN-1977	\$74,000	02673 / 01268	WARRANTY DEED	

**Exemption Information**

No Exemption information available

**Property Information**

Number of Units 1  
 \*Total Square Feet 1100  
 Acres  
 Use Code 0400 - CONDOMINIUM  
 Zoning RML - Multi-Family Low-Density ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$430,000	\$440,000	\$490,000
Land Value	\$0	\$0	\$0
Total Market Value	\$430,000	\$440,000	\$490,000

*All values are as of January 1st each year***Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$430,000	\$440,000	\$462,000
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$430,000	\$440,000	\$462,000

**Taxes**

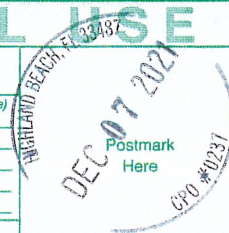
Tax Year	2021	2020	2019
Ad Valorem	\$7,289	\$7,606	\$8,290
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$7,385	\$7,701	\$8,387

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER [www.pbcgov.org/PAPA](http://www.pbcgov.org/PAPA)



7018 3090 0002 0478 2179

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For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®.	
<b>OFFICIAL USE</b>	
Certified Mail Fee	\$ 3.75
Extra Services & Fees (check box, add fee as appropriate)	\$ 3.05
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	
<input type="checkbox"/> Return Receipt (electronic)	
<input type="checkbox"/> Certified Mail Restricted Delivery	
<input type="checkbox"/> Adult Signature Required	
<input type="checkbox"/> Adult Signature Restricted Delivery	
Postage	\$ .58
Total Postage and Fees	\$ 7.38
Sent To	Eunice M. Bongiovanni
Street and Apt. No.	2528 Derby Rd
City, State, ZIP+4®	Birmingham, MI 48009-7595
CEB: CC2021-09-008	
PS Form 3800, April 2019	







Town Clerk's Office (Code En)  
Town of Highland Beach

3614 South Ocean Boulevard  
Highland Beach, Florida 33487

RECEIVED

DEC 22 2021

Town of Highland Beach, FL

Town Clerk's Office

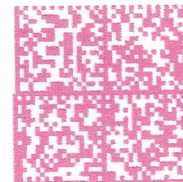
RETURN RECEIPT  
REQUESTED

9400921190346190

CERTIFIED MAIL®



7018 3090 0002 0478 2179



quadiant

FIRST-CLASS MAIL

\$007.38<sup>9</sup>

12/07/2021 ZIP 33487  
043M31223112

US POSTAGE

Eunice M. Bongiovanni  
2528 Derby Rd  
Birmingham, MI 48009-7595

CEE

NIXIE 482 DE 1 0012/17/21

RETURN TO SENDER  
TEMPORARILY AWAY  
UNABLE TO FORWARD

BC: 33487339314 \*1106-00247-07-45

FWDA

48009575953  
4800957525 002



PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT  
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Eunice M. Bongiovanni  
2528 Derby Rd  
Birmingham, MI 48009-7595  
**CEB: CC2021-09-008**



9590 9402 5113 9092 4051 33

2. Article Number (Transfer from service label)

7018 3090 0002 0478 2179

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

X

☐ Agent

☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Mail Restricted Delivery  
(0)

Domestic Return Receipt

**File Attachments for Item:**

**C. Case No. CC2021-09-009**

Joseph Capozzoli 4511 S. Ocean Blvd. #605 PCN: 24-43-47-04-10-001-0605 Legal: 45  
Ocean Condo Bldg. 1 Apt. 605

Code Section: 30-122 (A) - Building Permits Required Violation: Observed demolition of  
bedroom closet without permit





# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-09-009

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Joseph Capozzoli  
4511 S. Ocean Blvd. #605  
Highland Beach, FL 33487

**POSTED**  
**ON PROPERTY**  
**12/07/2021**  
**DATE**

**Re:** 4511 S. Ocean Blvd., #605., Highland Beach, FL (PCN: 24-43-47-04-10-001-0605)

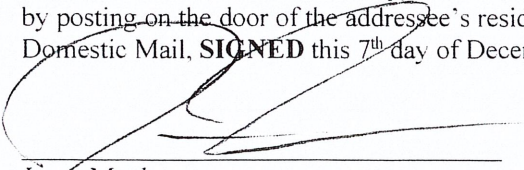
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## CERTIFICATE OF SERVICE

**I HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 7<sup>th</sup> day of December 2021.

  
Jason Manko  
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2186

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582



# Town of Highland Beach

## Notice of Public Meeting Protocol

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- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
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Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

Published: 05.26.2021/Updated 08.02.2021

4511 S Ocean Blvd 605





## Town of Highland Beach

3616 South Ocean Blvd.  
Highland Beach, FL 33487  
Phone: 561-278-4540  
Fax: 561-278-2606

September 22, 2021

Capozzoli, Joseph  
4511 S Ocean Blvd, Unit 605  
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-09-009

Joseph Capozzoli,

**Location :** 4511 S. OCEAN BLVD 605  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

Observed demolition of bedroom closet without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 10/7/21.

**30-122 (A) Building Permits Required**

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko  
Code Compliance Officer  
561-351-6169



Evidence Sheet	
Case Number:	CC2021-09-009
Property Address:	4511 S Ocean Blvd #605
Inspector:	Jason Manko





**Property Detail**

Location Address 4511 S OCEAN BLVD 605  
 Municipality HIGHLAND BEACH  
 Parcel Control Number 24-43-47-04-10-001-0605  
 Subdivision 45 OCEAN CONDO  
 Official Records Book 32641 Page 309  
 Sale Date JUN-2021  
 Legal Description 45 OCEAN CONDO BLDG 1 APT 605

**Owner Information****Owners**

CAPOZZOLI JOSEPH

**Mailing address**

4511 S OCEAN BLVD APT 605  
 BOCA RATON FL 33487 4248

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
JUN-2021	\$495,000	32641 / 00309	WARRANTY DEED	CAPOZZOLI JOSEPH
NOV-2017	\$10	29452 / 01555	WARRANTY DEED	BASSETTI KRISTIN M KAMIAN REVOC TRUST
MAR-2003	\$285,000	14963 / 01313	WARRANTY DEED	KAMIAN BASSETTI KRISTIN M
SEP-1998	\$117,000	10672 / 01520	WARRANTY DEED	
JAN-1975	\$44,200	02419 / 00244	WARRANTY DEED	

**Exemption Information**

No Exemption information available

**Property Information**

Number of Units 1  
 \*Total Square Feet 1100  
 Acres  
 Use Code 0400 - CONDOMINIUM  
 Zoning RML - Multi-Family Low-Density ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$315,000	\$345,000	\$330,000
Land Value	\$0	\$0	\$0
Total Market Value	\$315,000	\$345,000	\$330,000

*All values are as of January 1st each year***Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$315,000	\$228,691	\$223,549
Exemption Amount	\$0	\$50,000	\$50,000
Taxable Value	\$315,000	\$178,691	\$173,549

**Taxes**

Tax Year	2021	2020	2019
Ad Valorem	\$5,340	\$3,264	\$3,218
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$5,436	\$3,359	\$3,315

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER [www.pbcgov.org/PAPA](http://www.pbcgov.org/PAPA)



7018 3090 0002 0478 2186

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee

\$ 3.25

Extra Services & Fees (check box, add fee as appropriate)

☒ Return Receipt (hardcopy) \$ 3.05

☐ Return Receipt (electronic) \$ \_\_\_\_\_

☐ Certified Mail Restricted Delivery \$ \_\_\_\_\_

☐ Adult Signature Required \$ \_\_\_\_\_

☐ Adult Signature Restricted Delivery \$ \_\_\_\_\_

Postage

\$ .58

Total Postage and Fees

\$ 7.38

Sent To

Street and Apt. No.,

City, State, ZIP+4®

Joseph Capozzoli

4511 S. Ocean Blvd. #605

Highland Beach, FL 33487

CEB: CC2021-09-009

Postmark

HIGHLAND BEACH, FL 33487

DEC 07 2021

CPO #0231

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

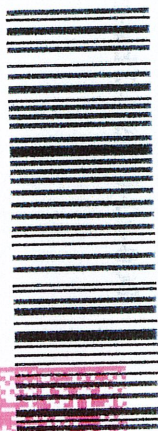




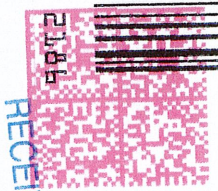
Town Clerk's Office (Code Enforcement)  
Town of Highland Beach  
3614 South Ocean Boulevard  
Highland Beach, Florida 33487

RETURN RECEIPT  
REQUESTED

CERTIFIED MAIL®



7018 3090 0002 0478 2184



quadrant  
FIRST-CLASS MAIL  
\$007.38  
12/07/2021 ZIP 33487  
048M31223112  
US POSTAGE

DEC 28 2021

Joseph Capozzoli  
4511 S. Ocean Blvd. #605  
Highland Beach, FL 33487  
CEB: CC0001 00 000

Town of Highland Beach, FL  
Town Clerk's Office

NIXIE 331 FE 1 0012/23/21

RETURN TO SENDER  
NOT DELIVERABLE AS ADDRESSED  
UNABLE TO FORWARD

BC: 33487339314 \*1106-00244-07-45

ROUTE  
33487339314-0017



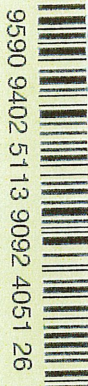
ENVELOPE FOLD HERE  
PLACE STICKER AT TOP OF ENVELOPE AT THE RIGHT  
OF THE DOTTED LINE

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

**1. Article Addressed to:**

Joseph Capozzoli  
4511 S. Ocean Blvd. #605  
Highland Beach, FL 33487  
CEB: CC2021-09-009



9590 9402 5113 9092 4051 26

**2. Article Number (Transfer from service label)**

7018 3090 0002 0478 2186

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

- A. Signature** ☒ Agent ☐ Addressee
- B. Received by (Printed Name)** **C. Date of Delivery**
- D. Is delivery address different from item 1? If YES, enter delivery address below:** ☐ Yes ☒ No

**3. Service Type**

- |  |   |
|--|---|
| <input type="checkbox"/> Adult Signature                         | <input type="checkbox"/> Priority Mail Express®                     |
| <input type="checkbox"/> Adult Signature Restricted Delivery     | <input type="checkbox"/> Registered Mail™                           |
| <input checked="" type="checkbox"/> Certified Mail®              | <input type="checkbox"/> Registered Mail Restricted Delivery        |
| <input type="checkbox"/> Certified Mail Restricted Delivery      | <input type="checkbox"/> Return Receipt for Merchandise             |
| <input type="checkbox"/> Collect on Delivery                     | <input type="checkbox"/> Signature Confirmation™                    |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Mail                                    |   |
| <input type="checkbox"/> Mail Restricted Delivery                |   |

Domestic Return Receipt

**File Attachments for Item:**

**D. Case No. CC2021-10-002**

Robert Leone 4217 Intracoastal Dr. PCN: 24-43-47-04-02-004-0300 Legal: Bel Lido LT  
30 BLK 4

Code Section: 30-122 (A) - Building Permits Required Violation: Observed bathroom  
remodel without permit





# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-10-002

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

ROBERT LEONE  
4217 INTRACOASTAL DRIVE  
HIGHLAND BEACH, FL 33487

**POSTED**  
**ON PROPERTY**  
**12/22/2021**  
**DATE**

Re: 4217 Intracoastal Drive, Highland Beach, FL (PCN: 24-43-47-04-02-004-0300)

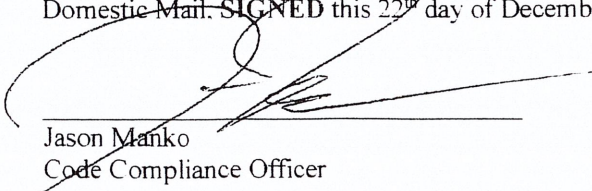
**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, January 11, 2022, at 2:00 P.M.**, reference observed bathroom remodel without permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

**THEREFORE, YOU ARE HEREBY COMMANDED** to be and appear before the Code Enforcement Board at the aforesaid place, date and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

**ADDITIONALLY, YOU ARE ENTITLED** to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

## CERTIFICATE OF SERVICE

I **HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail. **SIGNED** this 22<sup>nd</sup> day of December 2021.

  
Jason Manko  
Code Compliance Officer

Certified Mail: 7019 0700 0001 2739 4792

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582





## Town of Highland Beach

3616 South Ocean Blvd.  
Highland Beach, FL 33487  
Phone: 561-278-4540  
Fax: 561-278-2606

October 05, 2021

ROBERT LEONE  
4217 INTRACOASTAL DRIVE  
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-10-002

ROBERT LEONE,

**Location :** 4217 INTRACOASTAL DRIVE  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

Observed bathroom remodel without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 10/19/21.

**30-122 (A) Building Permits Required**

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

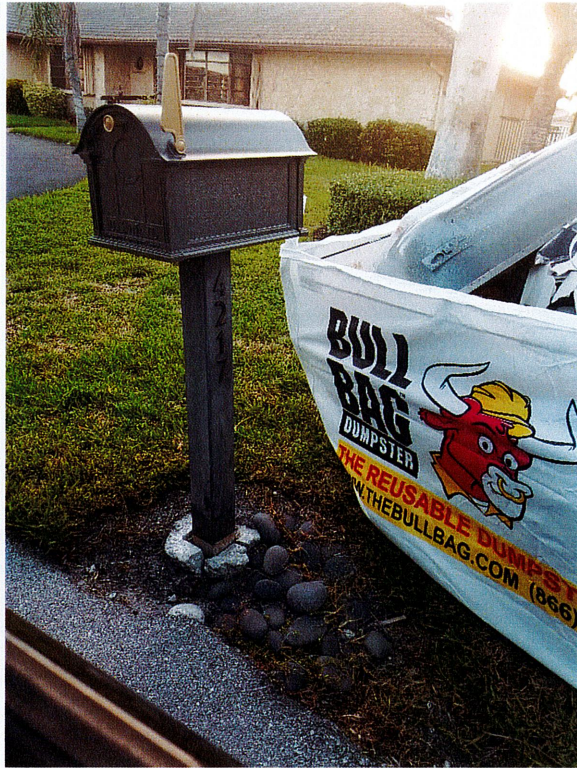
Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko  
Code Compliance Officer  
561-351-6169



Evidence Sheet	
Case Number:	CC2021-10-002
Property Address:	4217 Intracoastal Dr.
Inspector:	Jason Manko





**Property Detail**

Location Address 4217 INTRACOASTAL DR  
Municipality HIGHLAND BEACH  
Parcel Control Number 24-43-47-04-02-004-0300  
Subdivision BEL LIDO IN  
Official Records Book 11449 Page 0593  
Sale Date NOV-1999  
Legal Description BEL LIDO LT 30 BLK 4

**Owner Information**

<b>Owners</b>	<b>Mailing address</b>
LEONE ROBERT	4217 INTRACOASTAL DR
LEONE ROBERT TR	HIGHLAND BEACH FL 33487 4209
ROBERT LEONE TR TITL HLDR	

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
NOV-1999	\$1,075,000	11449 / 00593	WARRANTY DEED	LEONE ROBERT
DEC-1996	\$499,000	09578 / 01856	WARRANTY DEED	
FEB-1991	\$100	06762 / 01034	WARRANTY DEED	
FEB-1987	\$375,000	05195 / 00879	WARRANTY DEED	

**Exemption Information**

Applicant/Owner	Year	Detail
LEONE ROBERT	2021	HOMESTEAD
LEONE ROBERT	2021	ADDITIONAL HOMESTEAD

**Property Information**

Number of Units 1  
\*Total Square Feet 4688  
Acres 0.2870  
Use Code 0100 - SINGLE FAMILY  
Zoning RS - Residential Single Family ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$458,207	\$488,432	\$494,668
Land Value	\$1,495,000	\$1,300,000	\$1,495,000
Total Market Value	\$1,953,207	\$1,788,432	\$1,989,668

*All values are as of January 1st each year*

**Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$1,118,998	\$1,103,548	\$1,078,737
Exemption Amount	\$50,000	\$50,000	\$50,000
Taxable Value	\$1,068,998	\$1,053,548	\$1,028,737

**Taxes**

Tax Year	2021	2020	2019
Ad Valorem	\$18,292	\$18,386	\$18,191
Non Ad Valorem	\$178	\$173	\$175
Total tax	\$18,470	\$18,559	\$18,366

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER [www.pbcgov.org/PAPA](http://www.pbcgov.org/PAPA)



# SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
**ROBERT LEONE**  
**4217 INTRACOASTAL DRIVE**  
**HIGHLAND BEACH, FL 33487**

CC2021-10-002



9590 9402 5086 9092 0498 84

2. Article Number (Transfer from service label)  
**7019 0700 0001 2739 4792**

PS Form 3811, July 2015 PSN 7530-02-000-9053

# COMPLETE THIS SECTION ON DELIVERY

A. Signature ☒ Agent  
☒ Addressee

B. Received by (Printed Name)  
**Robert Leone**

C. Date of Delivery  
**12/24**

D. Is delivery address different from item 1? ☐ Yes  
 If YES, enter delivery address below: ☐ No

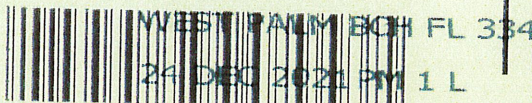
DEC 28 2021

**Town of Highland Beach, FL**  
**Town Clerk's Office**

3. Service Type
- ☐ Adult Signature
  - ☐ Adult Signature Restricted Delivery
  - ☐ Certified Mail®
  - ☐ Certified Mail Restricted Delivery
  - ☐ Collect on Delivery
  - ☐ Collect on Delivery Restricted Delivery
  - ☐ Insured Mail
  - ☐ Insured Mail Restricted Delivery (over \$500)
  - ☐ Priority Mail Express®
  - ☐ Registered Mail™
  - ☐ Registered Mail Restricted Delivery
  - ☐ Return Receipt for Merchandise
  - ☐ Signature Confirmation™
  - ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

USPS TRACKING #



9590 9402 5086 9092 0498 84

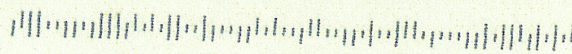
United States  
 Postal Service

First-Class Mail  
 Postage & Fees Paid  
 USPS  
 Permit No. G-10

• Sender: Please print your name, address, and ZIP+4® in this box•

**Town of Highland Beach**  
**Attn: Clerk's Office**  
**3614 S. Ocean Boulevard**  
**Highland Beach, FL 33487**

37-339899





**File Attachments for Item:**

**E. Case No. CC2021-10-005**

Heni and Henri Galel3720 S. Ocean Blvd., Apt. 1005PCN: 24-43-47-04-53-000-1005Legal: Toscana West Condominium Unit 1005Code Section:30-122 (A) - Building Permits RequiredViolation: Observed complete unit remodel: kitchen, bathrooms, flooring without permit



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-10-005

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Heni and Henri Galel  
3720 S. Ocean Blvd., Apt. 1005  
Highland Beach, FL 33487-3388

**POSTED**  
**ON PROPERTY**  
**12/08/2021**  
**DATE**

**Re:** 3720 S. Ocean Blvd., Apt. 1005., Highland Beach, FL (PCN: 24-43-47-04-53-000-1005)

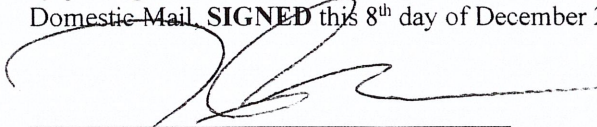
**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, January 11, 2022, at 2:00 P.M.**, reference observed remodel work without permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

**THEREFORE, YOU ARE HEREBY COMMANDED** to be and appear before the Code Enforcement Board at the aforesaid place, date and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

**ADDITIONALLY, YOU ARE ENTITLED** to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

## CERTIFICATE OF SERVICE

**I HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 8<sup>th</sup> day of December 2021.

  
Jason Manko  
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2198

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582



# Town of Highland Beach

## Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopened with regular operating hours.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks is required. Also, until further notice, Social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

The following information is guidance for preregistration for in-person, Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### **PREREGISTRATION FOR IN-PERSON ATTENDANCE/PARTICIPATION AT ALL MEETINGS:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses **must preregister** to attend/participate in a meeting by sending an email to Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or contacting (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday, if the meeting is scheduled for that Tuesday, etc.**) The subject matter to be discussed must be included in the preregistration request. If the meeting is a **Public Hearing Quasi-Judicial meeting**, the subject matter and application number must be included in the preregistration request.
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the Town Clerk's Office. For **Public Hearing Quasi-Judicial meetings**, precedence into the Commission Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties. The Quasi-Judicial meeting participants will also be allowed in the Commission Chambers at the time of the hearing that is relevant to their applicant/client.
- The Zoom Video Communications is an option for those individuals who are interested in participating on the meeting online or via telephone.

### **ZOOM PARTICIPATION:**

**Online or Telephone Access** – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.



For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

**Viewing Only** - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

### **PROVIDING PUBLIC COMMENT:**

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

### **TO SEND COMMENTS IN ADVANCE VIA EMAIL:**

- To submit public comments, click on the link <https://mmportal6.teamunicode.com/> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

Published: 05.26.2021/Updated 08.02.2021







## Town of Highland Beach

3616 South Ocean Blvd.  
Highland Beach, FL 33487  
Phone: 561-278-4540  
Fax: 561-278-2606

October 12, 2021

Galel, Henri  
3720 S Ocean Blvd.  
Unit 1005  
Highland Beach, FL 33487

RE: Code Compliance Case No. CC2021-10-005

Henri Galel,

**Location :** 3720 S. OCEAN BLVD 1005  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

Observed complete unit remodel: kitchen, bathrooms, flooring without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 10/26/2021.

**30-122 (A) Building Permits Required**

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko  
Code Compliance Officer  
561-351-6169

Evidence Sheet	
Case Number:	CC2021-10-005
Property Address:	3720 S Ocean Blvd #1005
Inspector:	Jason Manko





**Property Detail**

Location Address 3720 S OCEAN BLVD 1005  
Municipality HIGHLAND BEACH  
Parcel Control Number 24-43-47-04-53-000-1005  
Subdivision TOSCANA WEST CONDOMINIUM  
Official Records Book 31972 Page 586  
Sale Date NOV-2020  
Legal Description TOSCANA WEST CONDOMINIUM UNIT 1005

**Owner Information****Owners**

GALEL HENI &  
GALEL HENRI

**Mailing address**

3720 S OCEAN BLVD APT 1005  
BOCA RATON FL 33487 3388

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
NOV-2020	\$1,100,000	31972 / 00586	WARRANTY DEED	GALEL HENI &
OCT-2012	\$10	25674 / 00535	DEED OF TRUST	HIRSHFIELD MOLLY TRUST
JAN-2009	\$10	23057 / 00028	WARRANTY DEED	HIRSHFIELD MOLLY
JUN-2003	\$745,000	15555 / 01449	WARRANTY DEED	HIRSHFIELD MOLLY
JAN-2002	\$680,000	13302 / 01280	WARRANTY DEED	KAITZ ALAN L TR &

**Exemption Information**

No Exemption information available

**Property Information**

Number of Units 1  
\*Total Square Feet 2547  
Acres  
Use Code 0400 - CONDOMINIUM  
Zoning RML - Multi-Family Low-Density ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$895,000	\$1,010,000	\$1,000,000
Land Value	\$0	\$0	\$0
Total Market Value	\$895,000	\$1,010,000	\$1,000,000

*All values are as of January 1st each year*

**Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$895,000	\$732,986	\$716,506
Exemption Amount	\$0	\$50,500	\$50,500
Taxable Value	\$895,000	\$682,486	\$666,006

**Taxes**

Tax Year	2021	2020	2019
Ad Valorem	\$15,171	\$11,972	\$11,840
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$15,267	\$12,067	\$11,937

**Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER** [www.pbcgov.org/PAPA](http://www.pbcgov.org/PAPA)



7018 3090 0002 0478 2193

**U.S. Postal Service™**  
**CERTIFIED MAIL® RECEIPT**  
*Domestic Mail Only*

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee  
 \$ 3.75

Extra Services & Fees (check box, add fee as appropriate)

☒ Return Receipt (hardcopy) \$ 3.05

☐ Return Receipt (electronic) \$ \_\_\_\_\_

☐ Certified Mail Restricted Delivery \$ \_\_\_\_\_

☐ Adult Signature Required \$ \_\_\_\_\_

☐ Adult Signature Restricted Delivery \$ \_\_\_\_\_



Postage  
 \$ 6.88

Total Postage and Fees  
 \$ 7.38

Sent To: **Heni and Henri Galel**  
 3720 S. Ocean Blvd., Apt. 1005  
 Highland Beach, FL 33487-3388

City, State, ZIP+4®: **CEB: CC2021-10-005**

PS Form 3800, April 2015 PSN 7530-02-000-9053 See Reverse for Instructions

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
**Heni and Henri Galel**  
 3720 S. Ocean Blvd., Apt. 1005  
 Highland Beach, FL 33487-3388

**CEB: CC2021-10-005**



9590 9402 5113 9092 4051 19

2. Article Number (Transfer from service label)

**7018 3090 0002 0478 2193**

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  
**X** ☐ Agent ☐ Addressee

B. Received by (Printed Name) **RECEIVED** C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
 If YES, enter delivery address below: ☐ No

**DEC 13 2021**

**Town of Highland Beach, FL**  
**Town Clerk's Office**

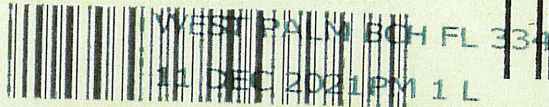
3. Service Type
- ☐ Adult Signature ☐ Priority Mail Express®
- ☐ Adult Signature Restricted Delivery ☐ Registered Mail™
- ☐ Certified Mail® ☐ Registered Mail Restricted Delivery
- ☐ Certified Mail Restricted Delivery ☐ Return Receipt for Merchandise
- ☐ Collect on Delivery ☐ Signature Confirmation™
- ☐ Collect on Delivery Restricted Delivery ☐ Signature Confirmation Restricted Delivery
- ☐ Insured Mail ☐ Mail Restricted Delivery (0)

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt



USPS TRACKING #



First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

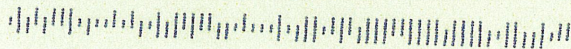
9590 9402 5113 9092 4051 19

United States  
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box •

Town of Highland Beach  
Attn: Clerk's Office  
3614 S. Ocean Boulevard  
Highland Beach, FL 33487

37-000000



**File Attachments for Item:**

**F. Case No. CC2021-11-017**

Eugene Jamroz1108 Highland Beach Dr. #1.PCN: 24-43-47-04-02-002-0120Legal: Bel  
Lido LT 12 BLK 2

Code Section:30-122 (A) - Building Permits RequiredViolation: Observed water heater  
changeout without permit





# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-11-017

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Eugene Jamroz  
1108 Highland Beach Dr. #1  
Highland Beach, FL 33487

**POSTED**  
**ON PROPERTY**

**12/30/2021**

**DATE**

**Re:** 1108 Highland Beach Dr. #1, Highland Beach FL, 33487 (PCN: 24-43-47-04-02-002-0120)

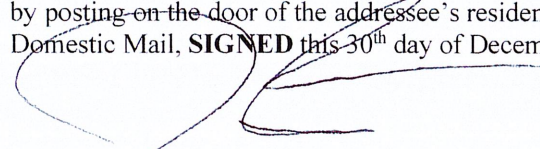
**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on ***Tuesday, January 11, 2022, at 2:00 P.M.***, reference observed water heater changeout without permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

**THEREFORE, YOU ARE HEREBY COMMANDED** to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

**ADDITIONALLY, YOU ARE ENTITLED** to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

## CERTIFICATE OF SERVICE

**I HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 30<sup>th</sup> day of December 2021.

  
\_\_\_\_\_  
Jason Manko  
Code Compliance Officer

Certified Mail: 7019 0700 0001 2739 4815

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582



# Town of Highland Beach

## Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopened with regular operating hours.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks is required. Also, until further notice, Social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

The following information is guidance for preregistration for in-person, Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### **PREREGISTRATION FOR IN-PERSON ATTENDANCE/PARTICIPATION AT ALL MEETINGS:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses **must preregister** to attend/participate in a meeting by sending an email to Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or contacting (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday, if the meeting is scheduled for that Tuesday, etc.**) The subject matter to be discussed must be included in the preregistration request. If the meeting is a **Public Hearing Quasi-Judicial meeting**, the subject matter and application number must be included in the preregistration request.
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the Town Clerk's Office. For **Public Hearing Quasi-Judicial meetings**, precedence into the Commission Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties. The Quasi-Judicial meeting participants will also be allowed in the Commission Chambers at the time of the hearing that is relevant to their applicant/client.
- The Zoom Video Communications is an option for those individuals who are interested in participating on the meeting online or via telephone.

### **ZOOM PARTICIPATION:**

**Online or Telephone Access** – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.



For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

**Viewing Only** - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

### **PROVIDING PUBLIC COMMENT:**

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

### **TO SEND COMMENTS IN ADVANCE VIA EMAIL:**

- To submit public comments, click on the link <https://mmportal6.teamunicode.com/> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

Published: 05.26.2021/Updated 08.02.2021









## Town of Highland Beach

3616 South Ocean Blvd.  
Highland Beach, FL 33487  
Phone: 561-278-4540  
Fax: 561-278-2606

November 22, 2021

EUGENE JAMROZ  
1108 HIGHLAND BEACH DR  
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-11-017

EUGENE JAMROZ,

**Location :** 1108 HIGHLAND BEACH DRIVE  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

Observed water heater changeout without permit. OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 12/6/21.

THIS IS A REPEAT VIOLATION (CC#2020-109) AND WILL BE HEARD BY CODE BOARD REGARDLESS IF BROUGHT INTO COMPLIANCE.

**30-122 (A) Building Permits Required**

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko  
Code Compliance Officer  
561-351-6169



Evidence Sheet	
Case Number:	CC2021-11-017
Property Address:	1108 Highland Beach Dr.
Inspector:	Jason Manko





**Property Detail**

Location Address 1108 HIGHLAND BEACH DR 1  
 Municipality HIGHLAND BEACH  
 Parcel Control Number 24-43-47-04-02-002-0120  
 Subdivision BEL LIDO IN  
 Official Records Book 09468 Page 1871  
 Sale Date SEP-1996  
 Legal Description BEL LIDO LT 12 BLK 2

**Owner Information****Owners**

JAMROZ EUGENE

**Mailing address**

1108 HIGHLAND BEACH DR APT 2  
 HIGHLAND BEACH FL 33487 3382

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
SEP-1996	\$350,000	09468 / 01871	WARRANTY DEED	
MAR-1994	\$100	08274 / 00005	DEED OF TRUST	
FEB-1987	\$100	05291 / 01124	WARRANTY DEED	
SEP-1986	\$100	05002 / 01591	AGREEMENT DEED	
MAY-1984	\$399,000	04252 / 01894	WARRANTY DEED	
JAN-1979	\$190,000	03092 / 00748		
JAN-1976	\$47,500	02551 / 01257	WARRANTY DEED	

**Exemption Information**

Applicant/Owner	Year	Detail
JAMROZ EUGENE	2022	HOMESTEAD
JAMROZ EUGENE	2022	ADDITIONAL HOMESTEAD

**Property Information**

Number of Units 3  
 \*Total Square Feet 4417  
 Acres 0.2870  
 Use Code 0800 - MULTIFAMILY < 10 UNITS  
 Zoning RML - Multi-Family Low-Density ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$130,358	\$114,728	\$117,746
Land Value	\$1,035,000	\$900,000	\$1,035,000
Total Market Value	\$1,165,358	\$1,014,728	\$1,152,746

*All values are as of January 1st each year***Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$918,503	\$848,419	\$844,894
Exemption Amount	\$50,000	\$50,000	\$50,000
Taxable Value	\$868,503	\$798,419	\$794,894

**Taxes**

Tax Year	2021	2020	2019
Ad Valorem	\$15,119	\$13,976	\$14,754
Non Ad Valorem	\$288	\$285	\$291
Total tax	\$15,407	\$14,261	\$15,045

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER [www.pbcgov.org/PAPA](http://www.pbcgov.org/PAPA)

7019 0700 0001 2739 4815

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OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and	\$
Sent To	Eugene Jamroz
Street and Apt. No.	1108 Highland Beach Dr. #1
City, State, ZIP+4 <sup>®</sup>	Highland Beach, FL 33487
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

DEC 30 2021  
HIGHLAND BEACH, FL 33487  
CPD #0237  
Postmark Here  
CPD #0237



**File Attachments for Item:**

**G. Case No. CC2021-12-001**

Samson Chow 4400 S. Ocean Blvd. PCN: 24-43-47-04-02-001-0140 Legal: Bel Lido LT  
14 BLK 1 Code Section: 30-122 (A) - Building Permits Required Violation: Observed A/C  
changeout without permit



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-001

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Samson Chow  
4400 S. Ocean Blvd.  
Highland Beach, FL 33487

**POSTED**  
**ON PROPERTY**

**12/30/2021**

**DATE**

**Re:** 4400 S. Ocean Blvd., Highland Beach FL, 33487 (PCN: 24-43-47-04-02-001-0140)

**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, January 11, 2022, at 2:00 P.M.**, reference observed A/C changeout without permit, (30- 122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

**THEREFORE, YOU ARE HEREBY COMMANDED** to be and appear before the Code Enforcement Board at the aforesaid place, date and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

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## CERTIFICATE OF SERVICE

**I HEREBY CERTIFY** that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Domestic Mail, **SIGNED** this 30<sup>th</sup> day of December 2021.

\_\_\_\_\_  
Jason Manko  
Code Compliance Officer

Certified Mail: 7019 0700 0001 2739 4808

[www.highlandbeach.us](http://www.highlandbeach.us)

Tel (561) 278-4548 • Fax (561) 265-3582





# Town of Highland Beach

## Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopened with regular operating hours.

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### **PROVIDING PUBLIC COMMENT:**

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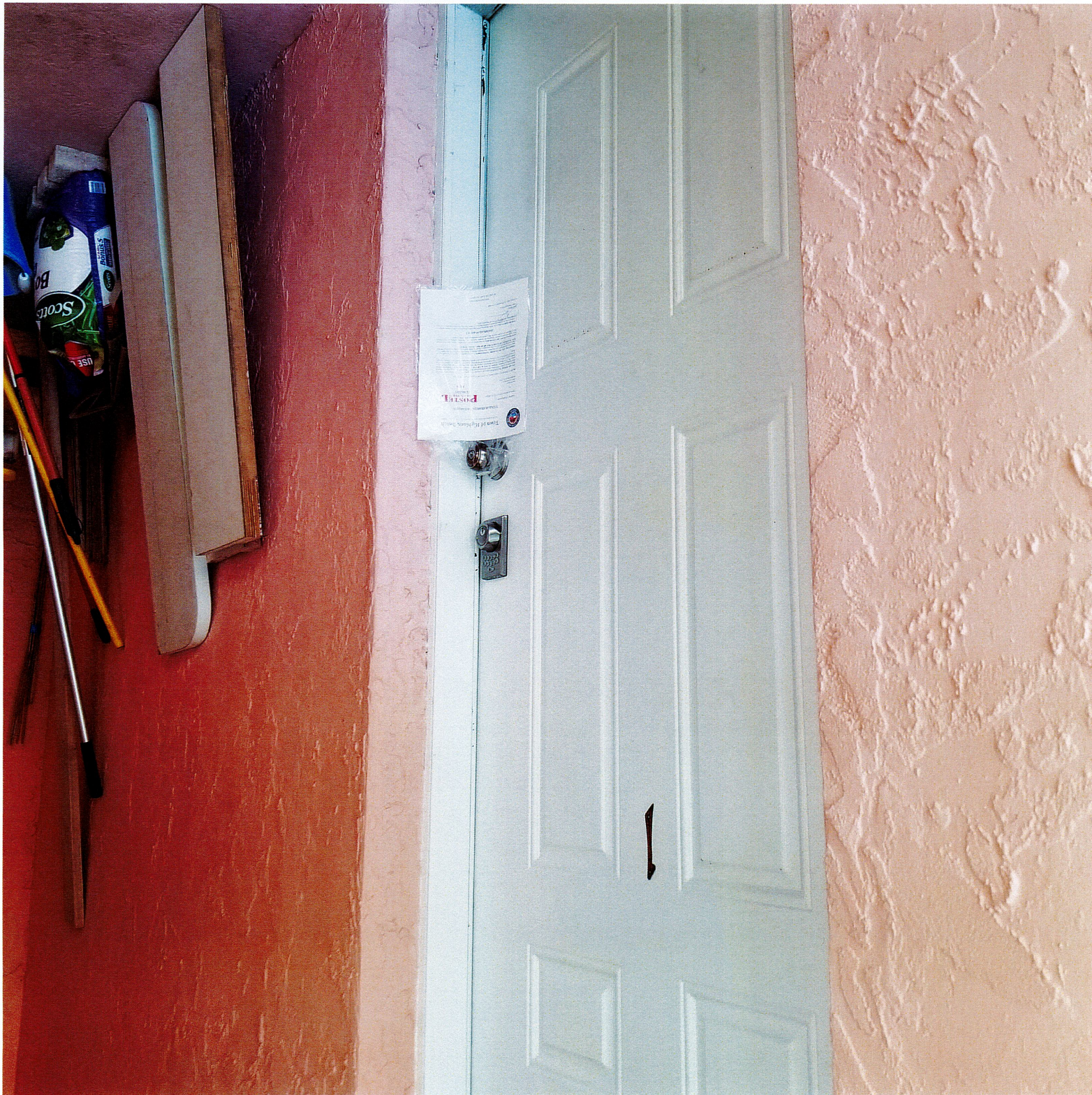
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Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

Published: 05.26.2021/Updated 08.02.2021









## Town of Highland Beach

3616 South Ocean Blvd.  
Highland Beach, FL 33487  
Phone: 561-278-4540  
Fax: 561-278-2606

December 02, 2021

SAMSON CHOW  
4400 SO OCEAN BLVD #1  
HIGHLAND BCH, FL 33487

RE: Code Compliance Case No. CC2021-12-001

SAMSON CHOW,

**Location :** 4400 S. OCEAN BLVD  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

Observed AC changeout without permit. PLEASE OBTAIN EMERGENCY PERMIT WITHIN 24 HOURS FROM BUILDING DEPARTMENT.

**30-122 (A) Building Permits Required**

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko  
Code Compliance Officer  
561-351-6169



Evidence Sheet	
Case Number:	CC2021-12-001
Property Address:	4400 S Ocean Blvd
Inspector:	Jason Manko



**Property Detail**

Location Address 4400 S OCEAN BLVD  
 Municipality HIGHLAND BEACH  
 Parcel Control Number 24-43-47-04-02-001-0140  
 Subdivision BEL LIDO IN  
 Official Records Book 24846 Page 427  
 Sale Date OCT-2011  
 Legal Description BEL LIDO LT 14 BLK 1

**Owner Information**

<b>Owners</b>	<b>Mailing address</b>
CHOW CAROLYN E & CHOW SAMSON SIU-MING	4400 S OCEAN BLVD HIGHLAND BEACH FL 33487 4294

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
OCT-2011	\$10	24846 / 00427	QUIT CLAIM	CHOW CAROLYN E &
SEP-2011	\$1,050,000	24783 / 00699	WARRANTY DEED	CHOW CAROLYN E
OCT-2010	\$1,601,811	24116 / 01243	WARRANTY DEED	4400 OCEAN DELRAY LLC
APR-2007	\$2,200,000	21609 / 01253	WARRANTY DEED	SACKS GEORGE &
MAY-2003	\$1,450,000	15506 / 01763	WARRANTY DEED	TIERNEY THOMAS J JR &
DEC-1995	\$525,000	09086 / 01134	WARRANTY DEED	
APR-1995	\$100	08733 / 01919	LIFE ESTATE	
JAN-1994	\$59,400	08067 / 01970	WARRANTY DEED	
JAN-1977	\$115,000	02688 / 01780		
JAN-1975	\$155,000	02435 / 00429	WARRANTY DEED	

**Exemption Information**

Applicant/Owner	Year	Detail
CHOW CAROLYN E &	2022	ADDITIONAL HOMESTEAD
CHOW CAROLYN E &	2022	HOMESTEAD

**Property Information**

Number of Units 4  
 \*Total Square Feet 6800  
 Acres 0.3442  
 Use Code 0800 - MULTIFAMILY < 10 UNITS  
 Zoning RML - Multi-Family Low-Density ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2021	2020	2019
Improvement Value	\$462,206	\$351,512	\$352,768
Land Value	\$1,035,000	\$900,000	\$1,035,000
Total Market Value	\$1,497,206	\$1,251,512	\$1,387,768

*All values are as of January 1st each year*

**Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$253,339	\$1,148,424	\$1,240,741
Exemption Amount	\$50,000	\$50,000	\$50,000
Taxable Value	\$203,339	\$1,098,424	\$1,190,741

**Taxes**

Tax Year	2021	2020	2019
Ad Valorem	\$3,619	\$19,162	\$21,028
Non Ad Valorem	\$384	\$380	\$388
Total tax	\$4,003	\$19,542	\$21,416



7019 0700 0001 2739 4806

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<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and	\$
Sent To	Samson Chow
Street and Apt. No.	4400 S. Ocean Blvd.
City, State, ZIP+4®	Highland Beach, FL 33487
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

DEC 30 2021  
HIGHLAND BEACH, FL 33487  
CPO #0237  
Postmark Here  
DEC 30 2021

**File Attachments for Item:**

H. Approval of the 2022 Proposed Code Enforcement Board Meeting Dates





# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

---

**MEETING TYPE:** Code Enforcement Board

**MEETING DATE** 01/11/2022

**SUBMITTED BY:** Lanelda Gaskins, Town Clerk

**SUBJECT:** 2022 PROPOSED CODE ENFORCEMENT BOARD MEETING DATES

---

## SUMMARY:

This item is before the Code Enforcement Board members to discuss the below 2022 proposed meeting dates, which will be held on the second Tuesday of each month with the exception of the March 8, 2022 and November 8, 2022 meetings (election dates). Those meeting dates will be held on Wednesday, March 9, 2022, and Wednesday, November 9, 2022.

Currently, the Code Enforcement Board meetings start at 2:00 p.m. Town staff is requesting that the meetings start at 10:00 a.m. or any time before to 1:00 p.m.

The meeting dates are as follows:

### CODE BOARD MEETING DATES

- February 08, 2022
- March 09, 2022
- April 12, 2022
- May 10, 2022
- June 14, 2022
- July 12, 2022
- August 12, 2022
- September 13, 2022
- October 11, 2022
- November 08, 2022
- December 13, 2022

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## FISCAL IMPACT:

N/A

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## ATTACHMENTS:

N/A

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**RECOMMENDATION:**

Staff recommends approval of the proposed 2022 Planning Board meeting dates and time.